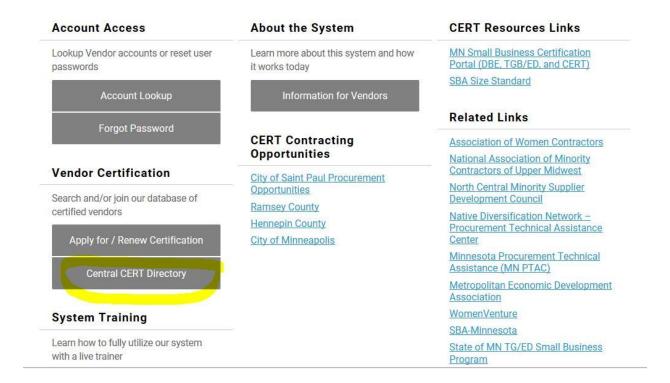
## INSTRUCTIONS FOR ACCESSING CERT CERTIFIED DIRECTORY

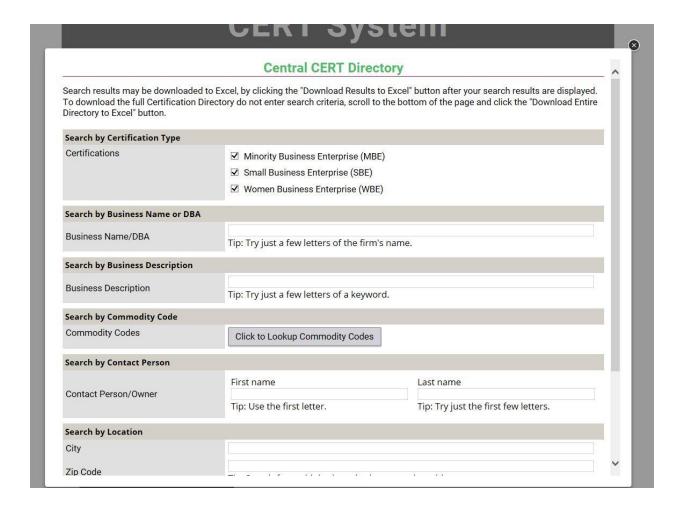
- 1. When users access the CERT certified directory, you can either do a business search, or you can download the current directory of businesses which includes over 1,700 businesses or 2,700 records of certifications (Small, Women, and Minority).
- 2. Users can search the directory by name of business, business description, commodity codes, contact person/owner name, city, zip code of business, or state.
- 3. When users download the entire directory, you can save, manipulate, and/or sort it however your needs are. The directory is sorted by default by company name in alphabetical order.
- 4. To access the directory, simply go to the website: <a href="www.cert.smwbe.com">www.cert.smwbe.com</a>, and click on "Central CERT Directory."

## **CERT System**

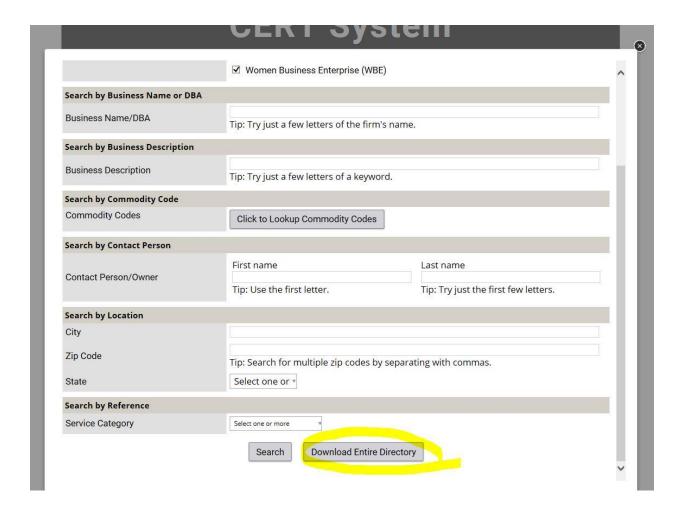
Log In



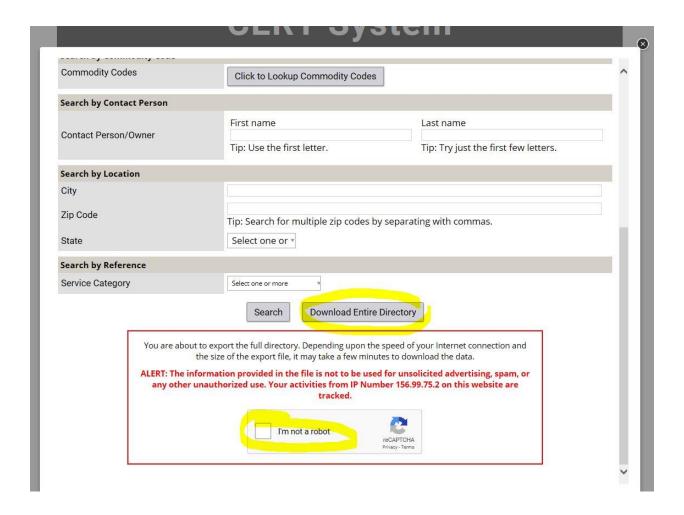
5. The directory will ask if you want to search by business name or other criterias, and scroll down and hit the "Search" button. The most common search is by business name.



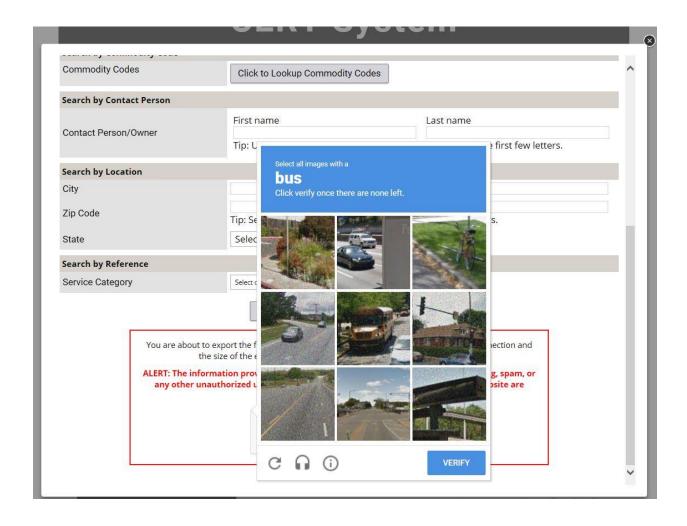
6. To download the entire directory, scroll down to the bottom of the pop up search page and click on "Download Entire Directory."



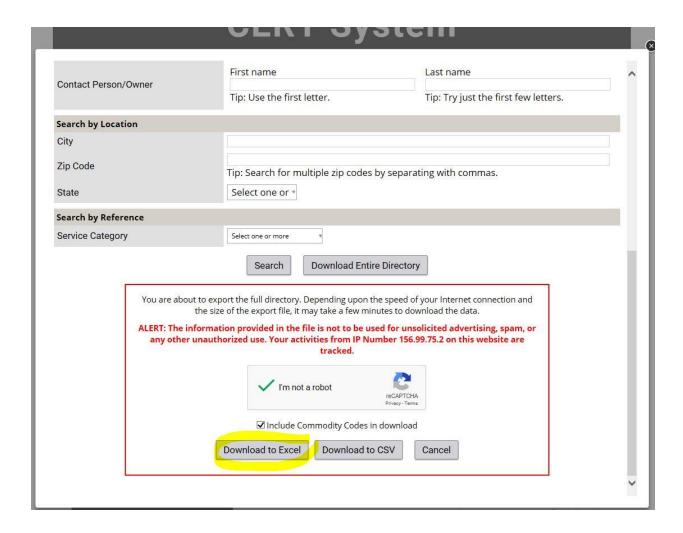
7. The system will prompt you to verify that you are not an automated spam software with an easy image test. Click on "I am not a robot" and proceed to take the quick test.



8. Next, click on the image that corresponds to the instructions and click "verify."



9. Then, once you have successfully passed the test, the system will ask if you want to download to Excel or to a CSV format (simplified, open ended format for opening spreadsheets online).



10. Once the download is complete, click on "Open." The file will be sorted in alphabetical order by name of company. You can sort it based on any other columns that you wish. Common sorting criterias are date of certification, NAICS codes, City, etc.

